Endicott College • Van Loan School of Graduate and Professional Studies

376 Hale Street • Beverly, Massachusetts 01915 • Telephone: (978) 232-2199 • Fax: (978) 232-3000 • Email: gps@endicott.edu

Fee Schedule 2012–2013

Tuition and Fees, 2012–2013

Bachelor degree application fee (non-refundable)	$25.00
Master's degree application fee (non-refundable)	$50.00
Doctoral degree application fee (non-refundable)	$50.00
Tuition (on site or online):	
Bachelor degree, per credit hour	$301.00
M.Ed., per credit hour	$386.00
M.B.A. per credit hour †(see additional fees below)	$579.00
M.F.A./M.A. in Interior Design per credit hour	$607.00
M.S. in Homeland Security per credit hour	$550.00
M.S. in Information Technology per credit hour	$579.00
M.S. in Nursing per credit hour	$607.00
Applied Behavior Analysis Courses, per credit hour	$446.00
Autism Certificate Courses, per credit hour	$495.00
Ed.D. program, per semester	$4,560.00
GPS audit fees for three-credit GPS courses:	
Undergraduate	$100/course
Graduate	$130/course
MBA.	$195/course
Other Fees:	
Undergraduate registration fee	$25.00
Late registration/late payment fee	$50.00
Returned check fee	$40.00
APL assessment fee (in addition to APL tuition)	$750.00
APL extension fee	$75.00
MBA curricular fee †	$1,350.00
Doctoral curricular fee, per semester	$1,200.00
Graduation fee	$200.00
Transcript fee	$6.00 each
Materials fee, if any, will be noted in the course description.	

† **The MBA curricular fee is billed per course (in addition to tuition) as follows: Full-time MBA: $113 per course; Experienced Professional MBA: $97 per course. The total MBA curricular fee is $1,350**

Full payment is required at the time of registration, ten days prior to class start date.

Application, registration, and other forms are available on the Van Loan School website: www.endicott.edu/gps

Registration Information

Online: Matriculated students may register online through C.O.A.S.T., the student database. Only available to students using credit cards, ACH payments, and approved financial aid payments.

By Email: Send a scanned image of your completed Registration Form to gps@endicott.edu. Please include your payment confirmation number in your email.

By Mail: Complete a Registration Form and mail to: Endicott College, Van Loan School of Graduate and Professional Studies, 376 Hale Street, Beverly, MA 01915. Please include payment by check at time of registration.

By Fax: Call (978) 232-3000 to transmit your completed Registration Form. Please include your online payment confirmation number, and email gps@endicott.edu for confirmation.

In Person: Drop by our offices in the Van Loan building. If you need assistance with registration, our office hours are Monday through Thursday, 9:00 a.m. – 6:30 p.m., and Fridays, 9:00 a.m. – 5:00 p.m.

Payment

All tuition and fees are due at time of registration. Payment methods in person include cash or check. ACH payment, Mastercard, American Express, and Discover are accepted online at the following link: http://www.endicott.edu/Admin/StuFinancial/StuFinPayPolOpt.aspx. Visa is not accepted.

Late Fee

Late registrations or late payments (received after the start date of the course) will be assessed a $50.00 late fee (non-refundable).

Note: Any outstanding tuition balance may be subject to a one percent interest charge per month.

Student Health Insurance

In compliance with the Commonwealth of Massachusetts program of Universal Health Care, institutions of higher education are required by law to ensure that undergraduate students registered for 12 or more credits per semester and graduate students registered for nine or more credits per semester are enrolled in a qualified health insurance plan. If you are not enrolled in such a plan, you must enroll in the plan offered through Endicott College (cost of coverage for September 1, 2012 – August 31, 2013 is $1,440.00 for undergraduate students and $1,695 for graduate students). For more information, call the Bursar's Office at (978) 232-2053.

Financial Aid

The Van Loan School of Graduate and Professional Studies will make every effort to ensure that a quality education is available to all qualified students. Financial Aid officers are available to help students on an individual basis with all financial aid and financial planning issues. Students must be matriculated to be eligible for financial aid. Please call the Financial Aid Office at (978) 998-7715 for more information.

Housing

Housing and meal plan options are available for full-time, matriculated graduate or undergraduate students. Please contact the Office of Residence Life at 978-232-2177 for more information.

Withdrawals/Refunds

Withdrawal from a course must be requested officially in writing and delivered to the Office of the Assistant Registrar at the Van Loan School of Graduate and Professional Studies, either in person or via email. Failure to withdraw officially from a course once it has commenced will result in a grade of "F" on the college transcript.

Refunds are permitted according to the date the withdrawal request is received:

For courses that have 5 to 6 class meetings:

100% of tuition if requested before the first class meeting;
50% if requested at any time before the second class meeting.

For courses that have 9 to 12 class meetings:

100% of tuition if requested before the first day of class;
75% of tuition if requested by the second class meeting;
50% of tuition if requested by the third class meeting.

Please note:
Application and registration fees are NOT refundable.

Endicott College complies with the refund policies as outlined in the Higher Education amendments of 1992. First-time students who receive Title IV assistance should contact the Financial Aid Office to obtain the Title IV refund policy.

Effective Date: September 1, 2012
(Revised 6/2012)